

\JOB DESCRIPTION – NEIGHBOURHOOD SERVICES

IDENTIFICATION

Post Title:	Senior Projects Officer (Environment)	Post Ref:
Section:	Open Space, Design and Asset (Environment) Team	Grade: 9
Responsible to:	Open Space, Design and Asset (Environment) Team Leader	
Responsible for:		

JOB PURPOSE

To lead the implementation of the Council's statutory duties under the Land Reform (Scotland) Act 2003. To develop coherent environmental strategies aligned with local and national policies. To lead in the development of performance-based monitoring systems and the implementation of relevant national and local quality standards under a framework of asset management, which delivers appropriate provision of parks, open spaces and streetscape in Dundee. To lead/oversee Events/Activities/Sports booking processes within parks and open spaces. To increase participation in walking, cycling and horse riding across Dundee.

PRINCIPAL WORKING CONTACTS

Open Space, Design and Asset (Environment) Team Leader and wider team
 Head of Environment
 Service Manager (Environment)
 Greenspace Team Leader
 Quality and Development Officer
 Area Managers
 Other Environment Service Officers.

MAIN DUTIES

Lead the continuing development and implementation of an integrated Asset Management Plan for the Council's land and public open spaces. Ensure that all relevant information, data sets and actions are properly coordinated and formulate any reports required.

To take a lead role in the delivery of the Council's statutory duties under the Land Reform Act. This includes:

- Maintaining and supporting a Local Access Forum
- Managing the Core Path Plan and subsequent development work
- Upholding access rights
- Publicising the Scottish Outdoor Access Code.

Identify and take forward appropriate funding applications to support Environment Service priorities.

Develop, implement, maintain and monitor appropriate quality maintenance standards and Council performance monitoring, i.e. LEAMS/ LMS and Pentana, within parks, open spaces and street scape with reference to financial costs, performance monitoring and involvement of relevant staff, ensuring the Service's statutory and regulatory responsibilities are met.

Using relevant local and national schemes, such as Green Flag and Keep Scotland Beautiful, develop and implement a citywide method of benchmarking for identified parks and public open spaces with the involvement of appropriate staff.

To provide advice to the Council's Community Asset Transfer process, through attendance at working group meetings and assessment of applications. Support the development of community wealth building opportunities in parks and open spaces.

Key role in ensuring that events on Environment owned land are delivered safely in line with Council processes.

Management of Environment generic email inbox.

Oversee process for public purchase of Memorials, such as trees and benches.

Develop and implement an assessment of the provision of usable public open space within Dundee under the framework of the Environment Service's Asset Management Plan and other strategic drivers with regards to national planning policy.

To lead/oversee elements of digital transformation for the Service, i.e. SharePoint, GIS mapping platforms and identification of opportunities where Service improvements can be realised, i.e. Total Mobile.

Continue to update and interpret data concerning Dundee's land resource using relevant IT based models.

Identify and advise on opportunities for improving the quality and effectiveness of the Service area and advise on appropriate new initiatives, funding, tools and techniques.

Develop initiatives to deliver continuous improvement in the Environment Management Service including service improvement, such as route planning, and assist management in the implementation of any initiatives.

As directed, carry out technical research and advise on horticultural/landscape/streetscape related issues as they affect the Environment Service.

Support H&S colleagues with Fire Risk Assessment and Building Management issues.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Senior Projects Officer (Environment)

SERVICE/DIVISION/SECTION: Environment

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	HND or equivalent qualification in an Environment related subject area	Degree or higher Project Management qualification	Application Interview
RELEVANT WORK/OTHER EXPERIENCE	Experience of preparation of strategies aligned with local and national policies Relevant experience Knowledge of the Land Reform Act and Access issues Proven knowledge and experience of open space/ park management Proven knowledge and experience of monitoring maintenance standards in parks/ open spaces Proven knowledge and understanding of parks /open space service delivery models Excellent report writing skills including ability to draft management plans, action plans and briefing paper Significant experience in GIS or other relevant IT based models and ability to manage and interpret data sets Demonstrable ability to implement, manage and deliver projects on time and on budget	Event Management Experience Knowledge/experience of cyclical grounds maintenance and other planned activities Knowledge/experience of relevant standards schemes such as Green Flag Knowledge and understanding of interplay between economic / social and environmental issues relating to parks and open spaces	Application Interview
PARTICULAR SKILLS/ABILITIES	Presentation and communication Ability to translate data into planning for improved service delivery Ability to apply/translate current local and national initiatives to a Dundee context		Interview Application form References

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
	Understanding of contract management Ability to develop innovative approaches to projects		
PERSONAL QUALITIES	Ability to work as part of a team and to communicate effectively with other team players Ability to work autonomously Motivation to see a task through to successful completion		Interview Application form References
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Flexible approach to working hours	Current driving licence (Level 3)	Interview Application form References